

BDA/REG
LOGGED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Designation of Additional Members for the Reston Center Steering Committee

FROM: John M. Ray
Director of Logistics

EXTENSION

NO.

DL 13362-86

DATE

12 August 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA / MS
7D18 Headquarters

2. ADOA

3. DDA

4.

5.

6. DDA Reg. (Per file)

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. SIGNATURE

Bill: We have found this vehicle very successful to date in handling the SOT at Reston. This Steering Committee will not obviate the need to establish a Reston Project Office in RCD/OL.

DD/A REGISTRY
FILE: 1-5

ADMINISTRATIVE - INTERNAL USE ONLY

21 AUG 1986

63a

MEMORANDUM FOR: Director of Communications
Director of Security
Director of Information Services
Director of Information Technology
Director of Training and Education
Director of Medical Services
Director of Finance
Director of Personnel

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Designation of Additional Members for the
STAT [redacted] Steering Committee

1. Pending Congressional approval, the Directorate of Administration (DA) will be supporting a major facility [redacted] composed of elements from the Directorate of Science and Technology (DS&T) and the DA. To date, the activities [redacted] have been managed by a Steering Committee consisting of senior representatives from DS&T and DA. With the pending expansion [redacted] beyond the DS&T elements, it may be necessary to change the mix of the representatives to ensure that all requirements of the occupying components are accurately identified and that all aspects of administration are covered.

2. The Steering Committee, orchestrated by the Office of Logistics, and chaired by the Chief, Real Estate and Construction Division, OL meets once a week to discuss component requirements, policy, schedule and costs.

3. It is requested that you appoint a senior member of your organization, with policy-making authorities and access to your organization, to become a member of the expanded Steering Committee and appoint representatives to work with the architect on space design. If your representative is a member of the current Committee, please reconfirm that this person will act as your representative on the expanded Committee. The designation should be forwarded by 22 August 1986 to the Chief, RECD, OL, [redacted] Upon receipt of the designations, the Chairman of the Steering Committee will convene a meeting of the Committee to begin discussion of space and personnel requirements [redacted]

STAT

[redacted]
William F. Donnelly

cc: C/P&PD



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122-2-86

STAT

OL/RECD (11 August 1986)

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